

NAVAL RESEARCH LABORATORY
WASHINGTON, D.C.

Attachment 1
N00173-14-Q-0198

NRL-CBD SPCC FIVE YEAR REVIEW /AMENDMENT
STATEMENT OF WORK

1.0 INTRODUCTION

This statement of work (SoW) provides a description of services for performing the five year review/amendment to the Spill Prevention, Control and Countermeasure Plan (SPCC) for the Naval Research Laboratory-Chesapeake Bay Detachment (NRL-CBD).

- a. NRL-CBD occupies 160.8 acres of land on the west bank of the Chesapeake Bay, south of Chesapeake Beach MD.
- b. NRL-CBD has a site on Tilghman Island on the eastern side of the Chesapeake Bay in Talbot County, which consists of 2.6 acres.
- c. NRL-CBD has a dock that is located north of the main campus on Fishing Creek, which consist of 0.7 acre.

2.0 Reference

- a. 40 CFR 112-117
- b. 40 CFR 112.3
- c. 40 CFR 112.5
- d. OPNAVINST 5090.1D Chapters 30,31 and 39

3.0 GOAL

The goals of this contract are as follows:

- a. Review/Amend the SPCC plan for NRL-CBD. The SPCC plan shall include all elements defined by the References (Line Item 2.0).
- b. The primary purpose of the SPCC plan is to ensure that containment and countermeasures are implemented to prevent oil spills from reaching the Chesapeake Bay.
- c. Ensure that electronic mapping in a geographic information system is updated for existing facility drawings depicting facility boundaries, roads and road names, and buildings and building numbers, bodies of water, docks, fences, and storm water drainage features. All tanks, oil/water separators and their piping shall be included in the GIS.
- d. Be in a compliant format as confirmed by the NRL, address environmental protection, and be signed and dated by the contractor's Professional Engineer (P.E.).

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4.0 Tasks

Project Management includes the tracking and direction of the project on a day-to-day basis and preparing and submitting monthly progress reports and invoices. Tasks shall include:

- a. A kick-off meeting with the contractor and all NRL interested parties. An agenda shall be submitted to NRL in advance of the meeting.
- b. Minutes of the kick-off meeting shall be submitted.
- c. A schedule of deliverables and a work plan shall be submitted for approval.
- d. Written monthly progress reports and monthly invoice submissions for payment by NRL.

4.1 Document Review

The contractor shall review the current SPCC plan, which shall be provided by NRL-DC environmental team.

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4.2 Records Review

- a. The contractor shall review records provided by NRL-DC such as the tank list and periodic visual inspections by the environmental staff.
- b. The contractor shall be assisted by NRL in coordinating with federal, state and local agencies as deemed necessary. Unless the contractor is otherwise directed by the Head of the Environmental Section, communication with regulatory agencies will be conducted by NRL-DC.

4.3 Consultation with NRL Personnel

- a. The contractor shall consult with NRL personnel to ascertain current and future anticipated required use of NRL-CBD tanks. Any necessary interviews will be coordinated in advance through the NRL-DC Environmental Section.

4.4 Review/Amend SPCC plan

- a. The contractor shall develop a reviewed/amended draft of NRL-CBD SPCC plan for review by NRL personnel both in Adobe Acrobat (PDF) file format and hard copy. The SPCC plan shall meet the requirements of the applicable sections of the referenced regulations.
- b. The reviewed/amended SPCC plan will include color pictures, figures, maps, and tables where appropriate.
- c. It is anticipated that NRL-DC personnel will be able to provide feedback regarding the draft reviewed/amended SPCC plan to the contractor within two weeks of NRL-DC's receiving the draft SPCC plan.
- d. After NRL has coordinated changes to be made by the contractor, the contractor shall produce a final reviewed/amended SPCC plan in a binder and provide an electronic copy of the SPCC plan on compact disk (CD) or secure file transfer protocol (ftp) download in an Adobe Acrobat (PDF) file format. Two (2) hard copies of the SPCC Plan shall be provided to NRL-DC.
- e. NRL -DC reserve the right to duplicate additional copies of the reviewed/amended SPCC plan as needed.

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4.5 Development of AutoCAD / GIS drawings

- a. The contractor shall annotate all referenced structures, tanks, storm water systems, drains and outlets [drainage, and measured distances as required by reference (a)] in a geographical information system (GIS) program. This program shall interface with the existing NRL ArcGIS Program.
- b. The contractor shall develop the draft, review the updates with the Head of the Environmental Section, and download all files to the existing NRL ArcGIS Program.
- c. After NRL has coordinated changes to be made by the contractor, the contractor shall upgrade the GIS Program, demonstrate its operational capability to the Head of the Environmental Section and produce drawings for inclusion in the SPCC Plan.

4.6 Information Sharing

- a. The contractor shall share information on the storm water systems, drainage, topography and other site specific information with contractors working on related projects.
- b. GIS drawings shall be made available for related environmental projects after approval is granted by the Head of the Environmental Section.
- c. The contractor shall develop and provide a Standard Operating Procedure (SOP) for operation of the GIS Program.

5.0 REPORTS/DELIVERABLES

- a. All items due and deliverable under the contract are identified in Section 4
- b. All documents, records, maps, pictures, and figures borrowed from the Navy or other contractors under the contract to the Navy are the property of the U.S. Government and shall be returned to the Navy upon completion of this contract. The deliverables due as a result of this contract are summarized below: The Contractor shall submit a copy of the itemized invoice in both electronic (DOC and PDF) and hardcopy form within 10 calendar days after completion of this contract to NRL Safety Branch, Explosives Safety & Environmental,